

LITTLE ABINGTON PARISH COUNCIL
Minutes of the meeting of Little Abington Parish Council held by videoconference
on Monday 27 April 2020 at 7.30 pm

Present. Mrs Bolden (SB)Chair, Mr Allum (RA), Mr Brunning (PB), Ms Pattinson (SP), Dr I Smith (IS), Dr R Smith (RS), Dr Valge-Archer (VVA), Mrs Dalton (Clerk).

In attendance. Cllrs Henry Batchelor (HB) and John Batchelor, both for part of the meeting. There were no members of the public present.

1. Apologies for absence. None

2. Minutes of last meeting.

The Parish Council minutes for the videoconference on 23 March 2020 were agreed.

3. Matters arising. The action list was reviewed and updated. Due to the Coronavirus pandemic lockdown limited progress had been made on several actions. **CLERK** to ensure they remain visible on the action list.

- **Burger King.** SCDC has discharged the planning conditions for Burger King. LAPC had objected. Although it is closed the car park has litter in it. The litter bins have been removed to the enclosure, but it is still open and unsecured.
- **The litter pick** was postponed. It could be rearranged to coincide with the Keep Britain Tidy campaign which will probably be arranged in autumn. Some people have borrowed litter picking equipment. Some fly-tipping has been reported.
- **Interactive Speed sign.** Data has been downloaded from the sign on Cambridge Rd. It shows an increase in average speeds during lockdown. VAA suggested analysis during school holidays and bank holidays might be of interest.
- **CAPALC.** 2nd CybSafe license still not received. Agreed not to pay subscription until this was resolved. **SP** to chase. The cost of the GDPR membership has doubled. GAPC agreed to meet to discuss CAPALC. Meantime they paid the subscription.
- **Tree at Pottery.** Work started but it looks unfinished. **IS and RS** to check
- **Archiving minutes.** Clerk to scan 2000-2003 to complete electronic record before sending them for binding and dispatch to archive. **CLERK**

4. Members' declarations of interests for items on the agenda. None.

5. Public Participation. None. No written representations had been received.

6.. Report from Cllrs John and Henry Batchelor

The content of the report was noted.

Coronavirus.

- **District Council**
 - Grants/funding is available for small businesses. This includes parish halls. 75% have signed up.
 - Green bin collection will start again on 4 May. There are some service restrictions. Monthly collection is guaranteed. JB suggested leaving bins out fortnightly.
 - Planning processes. Committee meetings will be held remotely; still working out procedures to ensure legality; expecting first meeting in mid May. Building Control will put up public planning notices.
- **County Council.**
 - Business as usual as far as possible.
 - Household recycling centres to open soon pending government guidance.
 - LHI application deadlines extended
 - Highways planning to catch up with works including repairing potholes

8. 1 Consultation on extending 30 mph limit on Linton Road.

There is a new housing development on Linton Road and another one is planned. When the second one is complete there will be housing on both sides of the road. There are the entrances to the allotments and the kennels. Linton Road is a pedestrian and cycling route. It can be busy during rush hour and school opening and closing times. LAPC agreed to recommend a 30mph speed limit from the junction with the High Street to beyond the kennels entrance recognising that the configuration of the junction will need to be considered. This would be a more cost-effective approach than the trivial 30m extension of the speed limit currently proposed.

CLERK

7. Planning

7.1 Planning applications: The Planning Committee met before the LAPC meeting

7.2 SCDC Planning decisions and amendments. Burger King - see matters arising.

7.3 Local Developments

- The Enforcement Team were advised about works underway at Riverside Stables.
- **Greater Cambs Local Development Plan (LDP).** No updates
- **Greater Cambridge Local Planning update.** The Uttlesford Draft Local Plan would probably be withdrawn. There was some discussion about a refund from the Uttlesford Fighting Fund. If no refund is due VAA suggested asking for an account on its use.

SB to follow up

8. Highways and traffic

Local Highways Improvement Scheme. The deadline for LHI scheme applications has been extended. The application for an MVAS on Newmarket Road was not successful. HB said the Highways Officer was not keen to encourage parish councils to use an MVAS on high speed roads. Static signs would be another option. Double yellow lines to discourage parking at Fourwentways was also considered.

VVA and IS to follow up

VVA left the meeting at 8:10pm

9. Village environment/ community engagement

- **Coronavirus response**
- **Community communication and coordination -Love Abington** – IS represents LAPC. SB had joined a recent meeting with the Love Abington leaders.
- **Statements for street coordinators** to enable them to shop for others. LAPC agreed to the statement. It states that the parish councils support the Love Abington scheme. It would be signed by Jeanine Kennedy, the leader of Love Abington group and Bernie Talbot from GAPC. IS asked about insurance arrangements for volunteers. SCDC has confirmed there would be no liabilities for street coordinators working as volunteers. JB said SCDC has published a standard letter. He suggested Love Abington should liaise with SCDC.
- **The Parish Nurse** is working additional hours. The Management Committee thanked LAPC for contacting them. They felt they did not need additional funding at present.
- **Legal guidance for parish council meetings** has been published. The guidance for Annual Parish Meetings was not clear. CAPALC thought they should go ahead. The Clerk had stood down guests from the Greater Cambridge Partnership and the County Council's Climate Change Team. It was agreed it would not be practical to hold an Annual Parish Meeting in its usual format. Instead LAPC would publish an annual report and invite the public to send queries to the Parish Council. The legislation allows cancellation of Annual Meetings of Parish Councils. Appointments and policies and procedures can be rolled forward.
- **Review of standing orders and financial regulations.** The Clerk was confident that LAPC would be able to maintain routine operation whilst the pandemic precautions were in place.

Cllrs Batchelor left the meeting at 8:25pm

Budget plan update. The Clerk had updated the budget plan including information that was not available when the precept request was sent to SCDC. Increases include the national pay settlement for clerks, County Council invoicing for street lighting in 2019 and a contribution towards the cost of printing four editions (including March 2020) of the A & H News. Cost savings will be exemption from external audit and a further contribution to the Uttlesford Fighting Fund. There had not been any requests for funding from Love Abington (LAPC donated £60.00 for the production of flyers in March 2020). There are several sources of grant funding for coronavirus response that Love Abington might consider. There was £800 in the budget plan for community events including VE day commemorations. This could be considered if there was a need for funds for the local coronavirus response.

There was some concern about the potential shortfall. Unallocated reserves are available as a contingency. Due to cash flow concerns SCDC will pay the precept in quarterly chunks rather than the usual half year. The Clerk did not have any concerns about managing cashflow. The Recreation Ground Committee would need to agree if it needed to request the Q1 grant from the Parish Councils when it meets on 4 May.

10. Finance and compliance

10.1 Income. Noted.

Great Abington PC contribution to cost of speedwatch tripod	£	44.00
2019-20 Q3,Q4 VAT refund (<i>claim submitted</i>)	£	740.70
SCDC Q1 precept 2020-21	£	4506.25
Ickleton Parish Council Speedwatch.(Received March 2020)	£	120.00
TOTAL	£	5410.95

10.2 Payments.

- Payments, with the exception of CAPALC subscription, were agreed.
- LAPC's share of the cost for printing the A & H News in March was £65.00. Payment arrangements need to be clarified. The Clerk has signed up for a monthly subscription to Zoom until NALC clarifies arrangements for national contracting
- **CAPALC.** SB contacted CAPALC. One idea was for Great and Little Abington to join as one community but the calculation of the subscription is so complex it is impossible to assess if there would be any cost benefit. GAPC does not subscribe to the GDPR Membership Scheme. The benefits of membership are access to training (offered to non-members at a higher fee), monthly newsletter, GDPR and legal advice, access to advice and publications from NALC.
CAPALC's officers and executive team have changed recently. They are establishing the organisation as a CLG. It was agreed to join for another year and assess the added value. If necessary, the CybSafe subscription would be deducted from the subscription fee.

10.2 Payments To agree the following payments.

Brookfield contacting - Village Maintenance M1	£	510.00
Mrs G Dalton Clerk salary April	£	294.62
Abington Institute - Room Hire Q4 inc Liaison meeting	£	36.00
CAPALC annual subscription inc GDPR Scheme membership (£50)	£	314.15
Zoom subscription <i>on Clerks expenses</i> VAT£2.40	£	14.39
Share of printing cost March A&H News	£	65.00
TOTAL	£	1234.16

10.3 Year end finance report and 2019-20 draft accounts

- The draft accounts were noted.
- Allocated reserves:- The budget was discussed. There had not been any progress on drafting a new Parish Plan. It might be a priority post coronavirus. The remaining S106 funds, allocated in 2013, are for indoor facilities. One suggestion was for the

Institute Management Group to install a high quality screen in the Meeting Room. S106 funds must be spent within 10 years of receipt. **RFS** was asked to remind the Institute Executive Committee that this allocated funding is available.

10.4 Annual Audit timetable

The timetable for public inspection and final publication of accounts was more flexible due to the coronavirus lockdown. It was agreed to plan for public inspection after the internal audit report had been received. The Compliance Working Group would review the asset register, the risk register and any other information required for internal audit remotely.

10.5 Draft 2019-20 Annual Return.

Agreed pending internal audit report. LAPC would be exempt from external audit because income and expenditure were both less than £25,000.

11. Meetings /representation

11.1 Recent meetings.

- **SCDC Parish Council update.** IS had sent her notes

11.2 LAPC representation at forthcoming meetings. No meetings

12. To receive minutes from committees

12.1 Institute Management Committee. Received. The Institute is closed.

12.2 Recreation Ground Committee. Met in March. Minutes awaited.

13. To receive reports from representatives.

13.1 Village maintenance contract. Brookfield made their first visit on 22 April. RA felt it would take some time to "settle in". It was difficult to cut the verges with so many cars parked but the standard of work was satisfactory.

13.2. Lights, roads, and pavements. Potholes have been marked up ready for repair.

13.3. Trees: Incomplete works in High Street/Church Close discussed earlier in meeting. There was some concern that extensive garden works near a tree with a TPO had caused some damage .

13.4. Police: Share interactive speed sign data with the Speedwatch team. **CLERK**

14. Correspondence. Correspondence has been forwarded by email.

15 Any Other Business/Items for next agenda

- Carry forward –Consultation on the Cambridgeshire Health & Wellbeing Strategy suspended
- Items for village newsletter. LAPC annual report and draft accounts. green bins and household recycling centres.

The meeting closed at 9:20pm

**Next meeting:
Tuesday 26 May 2020. Details to be announced**

Signed

Date 26 May 2020



Chairman

Matters arising/meeting action list

April 2020

Meeting date/Topic	Action	Responsible	Update/status
July 2018	Road safety junction Bourn Bridge Road/CIS	CCC	Feb 2019 CCC will repaint white lines. Awaited March 2020 Hazards raised with PCSO .LHI bid unsuccessful AGENDA
Sept 2018			
Fourwentways	Public Participation: Dangerous parking and litter. Burger King Planning conditions Comfort Café site planning application		Dec 2018 Site meeting with CCC & SCDC . Jan 2019 Petition. Sept 2019 yellow lines discussed with CCC. Difficult to enforce. Jan2020 Reply to BK planning conditions and failure to enforce March 2020 Burger King planning conditions still undecided. Litter still collecting around site. April 2020 Planning conditions discharged Feb 2020 Contact Shell and Euro Garages HQs March 2020 Dangerous parking raised with PCSO, more complaints from residents.
LAPC Village walk round	Pavements and road surfaces - poor condition, hazardous General environment conditions	ALL	July 2019 some road resurfacing scheduled but not in Little Abington Spring 2020 PC village walk round. Postponed
May 2019			
Litter	Mapping hot spots and problem areas. SCDC enforcement action Litter pick equipment	Clerk Clerk	Sept 2019 SCDC to enforce litter picking conditions at FourWWays OCT 2019 follow up SCDC's offer for 20 kits. Received LITTER PICK POSTPONED
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited.	CCC	March 2019 SW sign chased. CCC Action awaited Oct 2019 no progress on SW signs FEB 2020. Police chasing up SW signs
June 2019			
Interactive speed sign	Downloading census data	PB/CLERK	Sept 2019 Agreed monthly download. APRIL 2020 data downloaded – more speeding during lockdown
July 2019			
Granta Park noise nuisance	See Public participation. Noise continues.	SB	Sept 2019 TWI Works complete. Residents continue to monitor March 2020 see public participation. Problems continue April 2020 residents wrote to new TWI CEO

Info System Risk management	User names and passwords for critical IT systems to be passed to chair and held confidentially and securely IT security/Cyber training	Bank signatories/ CLERK	Sept 2019.Chairman has list of Clerk's passwords and user names Sept 2019 CAPALC. One CybSafe course completed. April 2020 Still waiting for 2nd licence.
Sept 2019			
Street lighting	SCDC street light bulb upgrade	Clerk	OCT 2019 SCDC lights- survey lights on inventory.
OCTOBER 2019			
Trees	Condition of trees & hedges on Cambridge Rd Alert CCC to fallen tree on Cambridge Rd Tree overhanging 19 Church Close Ivan Clarks Corner (ICC)	Clerk	1 risk on private property at 27 Cambridge Rd. Update risk list Feb2020 tree still dangling precariously but not resting on cable March 2020 Church Close /High Street Work done? to F/up ICC Feb 2020 still no action. Trees are growing into cables. Contact UK Power Networks
Website and information governance	Obtain information to clarify security, "ownership" and administration and management procedures	CLERK	Feb2020 Liaison Group agreed LAPC should lead this work. MARCH 2020 Plan required. To liaise with site designer
JANUARY 2020			
APM agenda	Invite CCC to join discussions on climate change	WHO? CLERK	APM postponed
SCDC planning decision making	Reply to concerns about changes in protocol on delegated decision making	JB/HB	Feb 2020 SCDC to keep Parish Council informed
FEBRUARY 2020			
CAPALC	? Value for money, role, alternatives	SB	Chair to follow up
MARCH 2020			
Archiving documents	Bind volumes and send minutes to county archive	CLERK	
Maintenance contract	Check start date given coronavirus status	CLERK	First visit completed 22 April 2020